



PLANNING COMMISSION MINUTES

May 23, 2024

Planning Commission Chairperson Gary Poole called the meeting to order at 7:00 p.m.

The Planning Commission and audience joined in saying the Pledge of Allegiance.

Also present and seated were Commissioners Leland Sloan, Angela Lindstrom, Erik Rieger and Eliana Burke.

ADDITIONS TO OR DELETIONS FROM THE AGENDA

None.

APPROVAL OF MINUTES

Commissioner Erik Rieger moved to approve the April 25th, 2024, meeting minutes. Commissioner Angela Lindstrom seconded; a vote was taken and passed unanimously.

PUBLIC HEARING OPENED: 7:02 P.M. – PARKER TOWN HALL EXEMPTION AMENDMENT 3 LOT 1 – SITE PLAN

Applicant: Town of Parker
Location: 20120 E. Mainstreet
Department: Community Development, Stacey Nerger
TRAKiT No.: SP23-097

APPLICANT AND STAFF PRESENTATION

Stacey Nerger, Senior Planner, presented the staff report proposing a 32,043 square foot addition to the existing Town Hall building. Ms. Nerger concluded with the determinations in the staff report that the Planning Commission recommend Town Council approve the Parker Town Hall Exemption Plat Amendment 3 Lot 1 Site Plan, subject to the following conditions:

1. **Approved Site Plan** - The Site Plan exhibit, building elevations exhibit and landscape plan exhibit **stamped 'Final Document' on June 17, 2024 and** uploaded to TRAKiT on **June 18, 2024**, shall be the approved plans.

2. **Approved Construction Plan Documents** - The construction plan documents signed by Engineering, the water and sanitation district and Fire Life Safety, shall be the approved construction plans.
3. **Removal of Public Notice Signs** - All Public Notice signs posted on the property must be removed with ten (10) business days from the date of this letter.
4. **Approval Expiration** - This approval has been based upon the review of information submitted to our office as part of your request for an administrative site plan approval and **SHALL REMAIN IN EFFECT FOR FIFTEEN (15) MONTHS FROM THE DATE OF THIS APPROVAL LETTER.** If a Grading Permit or Building Permit is not obtained within fifteen months, this approval becomes null and void. The Community Development Director, upon written request, may grant a one hundred eighty (180) day extension.
5. **Prairie Dog Certification Required** - A Certification of Compliance with Municipal Code Section 13.10.250 Prairie Dog Management is required prior to issuance of a Grading Permit and the start of any work on the site.
6. **Permits Required** - It is the applicant's responsibility to acquire all required permits prior to starting work on the site including Grading Permits, Building Permits and Electrical Permits.
7. **Screening of Mechanical Equipment and Utility Boxes Required** - All **MECHANICAL EQUIPMENT SHALL BE FULLY SCREENED** with permanent material and painted to match the building color. All rooftop vents and other appurtenances shall be painted to match the roof or building color to minimize their visual impact. All rooftop mechanical, vents or appurtenances, which are not shown on the approved plans may require additional conditions for screening as determined by the Town.
 - Above ground on-site utilities for the provision of service to nonresidential use(s) may not be located in the front-yard between the building and the public or private street and can only be located in a rear-yard or side-yard. Any above ground **UTILITY EQUIPMENT SHALL BE SCREENED** with landscaping or a screening wall in coordination with the utility company. Where utility meters and connections are attached to the building they shall be located away from the public realm to the greatest extent possible and be painted to match the building. Location of all utility equipment shall be reviewed and approved by the Community Development Department prior to installation. Any deviation from this standard may result in the relocation of the equipment.

8. **Final Grading Certificate Required** - The Town requires the submittal of a Final Grading Certificate as a *prerequisite to obtaining a Certificate of Occupancy or Temporary Certificate of Occupancy*;
- An as-built drawing of the individual lot which indicates the finished floor elevation(s), and finished grade site elevation points sufficient to show positive drainage away from all buildings.
 - A certification statement by a licensed professional engineer **and** surveyor, accompanied by their stamp and signature. Please contact the Planning Division to obtain the specific language that is required.
9. **Signage Not Included** - Approval of this site plan **DOES NOT INCLUDE SIGNAGE**. All signage for this site and building will be required to meet the Town of Parker Sign Code Chapter 13.09 and will require a separate sign permit application submittal.

Commissioner discussion with staff.

None.

APPLICANT PRESENTATION

James Tayler with Anderson Mason Dale Architects and Bob Exstrom, Town of Parker, Public Works Project Manager gave the applicant's presentation.

- The applicants provided an overview of the proposed project including its location, how the expansion interacts with the current Town Hall and surrounding vicinity, discussion of the interior and exterior features, materials used and office layout.

Commissioner discussion with applicant:

- Commissioner Eliana Burke asked if the goal was to open up the current wall outside of council chambers in the lobby area; (*applicant said that the wall on the other side of the clerk's office will open to the lobby of the town hall expansion*).
- Commissioner Gary Poole asked about the timeline of the project; (*applicant said the goal is to start construction in August, pending other milestones and Town Council approval, the expansion is a 19-month project consisting of 14 months for the expansion and five months for the renovation of the existing building, all pending a formal construction schedule from the contractor*).
- Commissioner Erik Rieger asked if this project will have a LEED (Leadership in Energy and Environmental Design) designation; (*applicant said they do not have a formal LEED Certification but are following current energy codes which are so aggressive that this new building will be much more improved than the current building*).

- Commissioner Eliana Burke asked if the renovation on the existing building would be five months; (*applicant said yes*).
- Commissioner Eliana Burke told the applicant and staff that this was a job well done, that the design feels comfortable and not just glass and steel, likes the expansion's engagement with Mainstreet and that it was well done.
- Commissioner Gary Poole echoed Eliana Burke's comments and was impressed with the project and will give the Town and staff a place they can gather and be proud of.

PUBLIC COMMENT

None.

PUBLIC HEARING CLOSED: 7:25 P.M. – PARKER TOWN HALL EXEMPTION AMENDMENT 3 LOT 1 – SITE PLAN

Commissioner discussion:

- Commissioner Eliana Burke said staff and the applicant has her support.
- Commissioner Erik Rieger said that that applicant and staff did a fantastic job to blend the existing building with the new additions and appreciates the cohesive look.
- Commissioner Angela Lindstrom echoed her fellow commissioner's comments, appreciates the modern and sleek look and blending it with the existing building, that she is excited to see this happen and is in support.
- Commissioner Leland Sloan said that after looking at the designs that he was "ahh struck", thinks it will look nice and keeping staff together in one facility was an important point.
- Commissioner Gary Poole agrees with his fellow commissioner's comments and supports the project.

Commissioner Eliana Burke moved the Planning Commission recommend Town Council approve the Parker Town Hall Exemption Plat Amendment 3 Lot 1 Site Plan, subject to the nine conditions listed in the staff report. Commissioner Erik Rieger seconded, a vote was taken and passed unanimously.

PLANNING COMMISSION ITEMS

None.

STAFF ITEMS

Bryce Matthews told the commissioners that on the upcoming June 3rd Town Council agenda is a resolution to reappoint members of the Planning Commission and a new member to fill Roxy's old position.

ADJOURNMENT

Commissioner Angela Lindstrom moved that the meeting be adjourned. Commissioner Eliana Burke seconded the motion, a vote was taken and passed unanimously. The meeting was adjourned.



Jeff Miller
Recording Secretary



Gary Poole
Chair